



# CITY OF BURBANK

## APPLICATION FOR APPOINTMENT TO CITY CLERK

CCLEK 12JUN 4PM12:21

Mr./Ms./Mrs.  
Name

SALAS

Maria

Gloria

Resident of Burbank for 14 1/2 Years  
Cumulative

Burbank Registered Voter: Yes    No   

Fax No.                                 

**\*\*Pursuant to Charter Sections 800 and 810, no person shall be eligible to be City Clerk unless he/she is an elector of and actually lives in the City.**

### Education:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE
Pepperdine University	Pre-law / Legal Studies	1975 - BA

Additional Pertinent Courses or Training: Between the years 2001-2007 took various Employment Law courses offered by Silver & Freedman.

Other Pertinent Skills, Experience or Interests: Currently supervise admin personnel; facilitate the day-to-day operation of a law firm office

### Employment Information:

Present Occupation: Office Administrator

Name of Firm: Dolsinelli Shughart LLP

Address: 1801 Century Park East, #1801, Los Angeles 90067

Telephone: 310-203-5323

Specify current or prior service on a City Board, Commission or Committee:

APPLICANT'S NAME:

Maria Gloria Salas

List community activities in which you are involved:

Having recently moved back into the Burbank community, I have not yet become involved again. However, when I previously lived in Burbank, I was very involved in the St. Francis Xavier Church and School community. A few of the organizations in which I was involved were the Peace and Justice, Italian Catholics Federation, Thanksgiving basket program, Old Time Country Faire. Some of these groups worked closely with or benefited BTAC. I was also, for a time a member of the Human Relations Council of Burbank under the leadership of John Brady. When my daughter attended Providence High School, I became a very involved member of its Parent Teacher Organization and served as its President during my third year.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position:

I have worked continually in the legal field since my high school days as a summer intern in the Legal Department of ARCO. Prior to the merger with Polsinelli Shughart LLP, I was a staff member of the Quateman LLP law firm which specialized in Public Finance/Municipal Law. We frequently worked with deadlines imposed by our various local and state governmental agency clients and were very much aware of the negative consequences of a missed deadline. Much of the work stemming from the City Clerk's office is "deadline focused". These deadlines are imposed by city, state or federal regulations which must be strictly followed.

During my employment with Schwartz & Fenster, I belonged to the Association of Legal Administrators and was the office manager for 11 years. I am currently the Office Administrator of the Polsinelli Shughart Los Angeles office.

I was an active member of St. Francis Xavier for 15 years, being Chair of several organizations during my tenure. I was also a very involved parent of Providence HS for 4 years, being appointed President during my third year on the PTO Board and appointed a member of the Regents' Board during my last year on the Parents' Board. I strived to provide leadership and excellent service to those within my organizations and to the members of the public who worked closely with me.

What are your goals in serving as the City Clerk?

I have read the City Clerk's 2012-13 Work Program Goals and find them to be realistic within the confines of the Clerk's budget. Without an intimate knowledge of the day to day workings of the Clerk's Office I cannot realistically set goals for the office; however, the goals I would set for myself are to build upon the excellent foundation the current Clerk has built and to be an exceptional representative of and to the citizens of Burbank.

**PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE.**

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.

5/31/12

Date

You are encouraged to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in the evaluation of your application.

When completed mail/submit original to:

Office of the City Clerk  
City of Burbank  
275 East Olive Avenue  
Burbank, California 91502

## **MARIA GLORIA SALAS**

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### **EXPERIENCE**

**POLSINELLI SHUGHART, LLP**, Century City [merger with Quateman LLP – see below. Polsinelli is a law firm with 16 offices nationwide, Los Angeles being its first California office]

07/1/2011 – Present

Office Administrator and Executive Assistant.

In addition to most of the duties and responsibilities mentioned below with reference to Quateman LLP, I now also:

- Supervise the Los Angeles office operations.
- Manage staff schedules and workflow.
- Assist in the preparation of budgets.
- Reconcile expenses.
- Supervise all administrative staff.
- Work closely with department heads at corporate headquarters.

**QUATEMAN LLP**, Century City

09/4/2007 – 6/30/2011

Executive Legal and Personal Assistant to Managing Partner and Founder of Woman-Owned law firm

- Read, analyze, compile and submit requisite information for SBE (Small Business Enterprise) and WBE (Women-owned Business Enterprise) certifications; deadline sensitive
- Assist in the preparation of PowerPoint presentations for various conferences (e.g. Airport Council International-NA, California Public Finance Conference, etc.)
- Prepare correspondence and documents.
- Field telephone and email inquiries directed to the Managing Partner.
- Prepare agendas and make arrangements for meetings.
- Attend meetings and compile, transcribe and distribute corresponding minutes.
- Arrange business development meetings and maintain Managing Partner's calendar.
- Organize travel and lodging arrangements.
- Oversee and implement administrative policies.
- Interview and train clerical staff.
- Assist in political fundraising events.



- Oversee management of Managing Partner's commercial properties (maintain rental, property tax and certificates of insurance spreadsheets; correspond with tenants; liaise with repairmen).
- Meeting and greeting visitors.
- Arrange internal and external office events.

**SCHWARTZ & FENSTER, Beverly Hills**  
Office Manager/Secretary

2/5/1980 – 8/31/2007

1996 – 2007

- Handling day-to-day office operations; hiring and training new staff when necessary; maintaining personnel records; administering benefit programs; supervising receptionist.
- Providing backup support for receptionist and litigation secretaries.
- Managing accounts payable/receivable, payroll and preparing payroll tax returns (including quarterly and year-end payroll taxes); preparing bank reconciliations; producing financial statements, generating bank deposits, verifying and balancing receipts.
- Maintaining client cost account and client trust account.
- Managing all aspects of attorneys' billings, (i.e. inputting time sheets, client costs, payments, compiling pre-billing reports, creating invoices, mailing statements to clients); researching and resolving billing disputes; maintaining client billing files.
- Opening new and existing client files.
- Overseeing file maintenance and offsite storage.
- Responsible for purchasing all office supplies and equipment, hardware and software.
- Responsible for repairing and/or obtaining service for office equipment.
- Collecting and distributing mail.
- Ordering and purchasing clients' holiday gifts.
- Organizing staff birthday celebrations and year-end office luncheon.

1980 – 1996

- Legal Secretary to Senior Partner in the area of estate/tax planning, probate and corporate law; handled Senior Partner's personal correspondence and private matters; provided secretarial assistance to litigation associates; inputted attorney time cards.

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**LAW OFFICE OF NORTON J. LEHMAN, Beverly Hills**  
Secretary/Receptionist/Paralegal/Billing clerk

7/1978 2/1980

- Legal secretary for corporate mergers & acquisitions attorney; researched companies for possible acquisitions; answered phones, greeted clients, scheduled meetings, made travel arrangements; prepared client billings; accounts receivable/payable.
  - Excelled within a fast-paced environment, continually taking on increased levels of responsibility.
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Skills: Computer proficiency: MS Word, Excel, Outlook, PowerPoint, Legal Master billing program

Dependable, dedicated and hardworking

Excellent organizational skills

Ability to multitask and adapt to changing deadlines

Ability to follow instructions

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Education: Pepperdine University – B.A. Legal Studies 1975

References upon request

Maria Gloria Salas

Office of the City Clerk  
City of Burbank  
275 East Olive Avenue  
Burbank, California 91502

Re: Application for Appointment to City Clerk

Dear Madame Clerk:

Enclosed, for your consideration, are Application for Appointment to City Clerk and Resume.

Although my experience does not include employment by a governmental agency, I have worked in the legal field for more than 20 years. I am detail oriented, organized, have the ability to multitask and have excellent written communications skills. I bring to each position the desire to do the job well, a strong work ethic and a dedication to my employer (in this case the citizenry).

A requirement for the position is being a registered voter of Burbank. I lived in Burbank from 1989 through November 2003 during which time I was a registered voter. Upon moving to Granada Hills I became a registered voter of Los Angeles. I recently submitted my voter re-registration to the L.A. County Registrar's office. I have been informed by the L.A. County Registrar's office that due to the thousands of registrations and re-registrations the office has received, updating the records will be a slow process. I was not informed whether my submission was received in a timely manner. Should my re-registration to the L.A. Registrar's office be untimely, I will graciously withdraw my application.

Enclosures